

## BIRLEY WITH UPPER HILL PARISH COUNCIL

Annual Parish Council Meeting held at The Function Room, The Bush Inn HR4 8EH  
7.30pm on Tuesday 21<sup>st</sup> May 2019

**Present:** Mrs A Pendleton, (Chairman); Mrs I Stokes; Mr J Gough; Mr R Grayburn,  
and Mr A Last.

Also in Attendance: Mr M Hopkins (Clerk).

Members of the public: No members of the public.

**1. To Elect a Chairman/Sign Declaration of Office**

**Resolved:** Cllr Mrs A Pendleton was re-elected to the office of Chair and signed the Declaration of Acceptance of Office which the Clerk countersigned as required.

**2. To Elect a Vice Chairman**

**Resolved:** Cllr Mrs I Stokes was re-elected as Vice Chair for the ensuing year. Her work over the last year was also gratefully acknowledged.

**3. To Accept Apologies for Absence**

Cllr Mrs S de Rohan.

**4. To Receive Declarations of Interests and Applications for Dispensations**

**Resolved:** Cllr A Pendleton - Non disclosable interest re item 9 planning application 191363 (living in the near vicinity).

**5. To Approve the Minutes of the Parish Council Meeting held on Tuesday 12<sup>th</sup> March 2019**

**Resolved:** The Minutes were confirmed and signed by the Chair.

**6. To Consider the Co-option of a Parish Councillor**

**Resolved:** No applications received.

**7. To Appoint**

**7.1 A Responsible Finance Officer**

**Resolved:** The Parish Clerk was appointed.

**7.2 A Finance Working Group**

**Resolved:** It was agreed that the bank signatories, Cllrs Pendleton, Stokes and Last, would be appointed to the Finance Working Group.

**7.3 An Internal Auditor**

**Resolved:** Present Internal Auditor, Mrs M Williams, was re-appointed.

**7.4 A Representative to the Westhope Common Management Committee**

**Resolved:** Cllr I Stokes was re-appointed.

**7.5 A Representative to the HALC Executive**

**Resolved:** Cllr A Pendleton was re-appointed

**6.6 A Data Protection Liaison Officer**

**Resolved:** On the advice of HALC a Data Protection Liaison Officer is not required.

## 8. Financial Matters

### 8.0 To Receive a Report from the RFO

Bank Balances as of 15<sup>th</sup> April 2019: Community Account: £4,331.25 and Business Premium Account: £983.41.

**Resolved:** Report noted.

### 8.1 To Consider the following Payments

#### 8.1.1 Payments Made since the last Meeting:

ICO (Data Protection Registration fee for 2019/20) £40.00 (567) and HALC subscription for 2019/20 of £359.22 (incl £59.87 vat) (568).

**Resolved:** Payments previously agreed were confirmed.

#### 8.1.2 Outstanding Payments:

Outstanding Payments: Eyelid Production (annual website support for 2019/20) £100.00 (570), The Bush Inn (Room hire) 20.00 (572); Clerks salary (April/June) £130.10 (573) and HMRC (PAYE April/June) £32.40 (574).

**Resolved:** The above payments were agreed.

#### 8.1.3 Insurance Renewal 2019/20

Quote received from BHIB Insurance (Aon) for £174.33 as part of the annual agreement (571)

**Resolved:** The quote for £174.33 was agreed.

### 8.2 To Approve the Governance Statement for 2018/19

**Resolved:** The Annual Return/Governance Statement to be submitted to the external auditor was approved and a copy attached to these minutes.

### 8.3 To Approve the Accounting Statement for 2018/19

The accounts had been internally audited and approved. The Accounting Statement was completed from these accounts and presented.

**Resolved:** The Accounting Statement was approved for submission to the external auditor and a copy attached to these minutes.

### 8.4 To Approve Payment to the Internal Auditor

**Resolved:** It was agreed to pay the Internal Auditor £30 for 2019/20.

### 8.5 To Confirm the Cheque Signatories for 2019/20

**Resolved:** Cllrs Pendleton, Stokes and Last were confirmed as cheque signatories.

## 9. Planning Matters

### Notifications received from Hereford Planning Department:

**191363:** Land at Delmere, Upper Hill HR6 0JZ - erection of 2 dwelling houses within the curtilage of existing dwelling and erection of detached garage for existing dwelling.

#### **Resolved:**

After consideration the Parish Council has no objections to the planning application. The only concern raised on behalf of local residents was would the extra demand for water from boreholes have an impact on the water supply of existing local dwellings?

**Decisions received from Hereford Planning Department:**

**190364:** Birley Court Barns, Meadow View, Birley HR4 8ET - Single storey extension to existing dwelling house - Granted with usual conditions.

**Resolved:** Decision noted.

**10. Highway Matters**

**10.1 To Receive Updates on Installing Village Gates and Speeding Issues**

**Resolved:** Following a meeting with Cllrs A Last, J Gough and the Locality Steward, Phillip Pankhurst it was agreed not to progress the installation of Village Gates for the time being.

Still concerns re speeding at Bush Bank and through Knapton

**Resolved:** It was agreed that the Clerk would contact and seek advice from the Safer Roads Partnership.

**10.2 To Receive any Issues for Herefordshire Highways**

**Resolved:** No issue raised.

A reminder that rather than wait for Parish Council Meetings anyone can report a road defects: by phone - 01432 261800 or via the following link -

[https://www.herefordshire.gov.uk/info/200196/roads/190/report\\_problems\\_on\\_the\\_road](https://www.herefordshire.gov.uk/info/200196/roads/190/report_problems_on_the_road) or <https://myaccount.herefordshire.gov.uk/report-a-pothole>

**11. To Receive the Clerks Report, General Updates and Note the Information**

All updates since the meeting on 12<sup>th</sup> March 2019 are included in the Information Sheet which had been circulated.

**Resolved:** Reports, Updates and Information Sheet noted. A copy of Information Sheet is attached to these minutes.

**12. To Review and Agree the Standing Orders and Herefordshire 2018 Code of Conduct**  
The 2018 Model Standing Orders previously agreed and the Herefordshire 2018 Code of Conduct

**Resolved:** The 2018 Standing Orders, as updated by NALC, were agreed and adopted. It was agreed to adopt the 2018 Code of Conduct as issued by Herefordshire Council.

**13. To Raise Items for the next Scheduled Parish Council Meeting - No Discussion**

**Resolved:** All items referred from this meeting. Also to consider the legality of making a payment to Birley Church for grass cutting as highlighted by HALC.

**14. To Confirm the Date of the next Parish Council Meeting**

**Resolved:** Tuesday 17<sup>th</sup> September 2019

**Meeting concluded at 8.47pm**

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**Signature of Chair**

17<sup>th</sup> September 2019  
**Date**